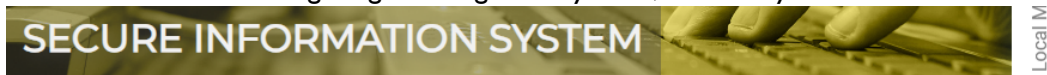


Requesting and Using Compensation Time (PSA Employees)

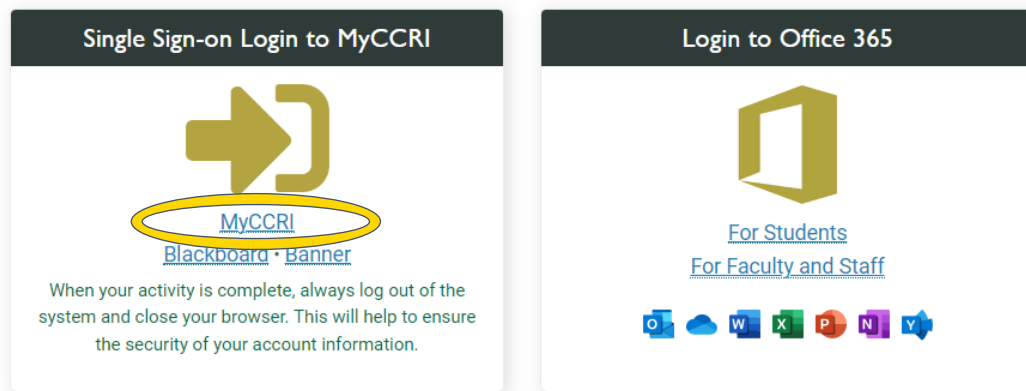
1. On the CCRI home page, hover over “Login” and choose “MyCCRI” from the drop-down menu.



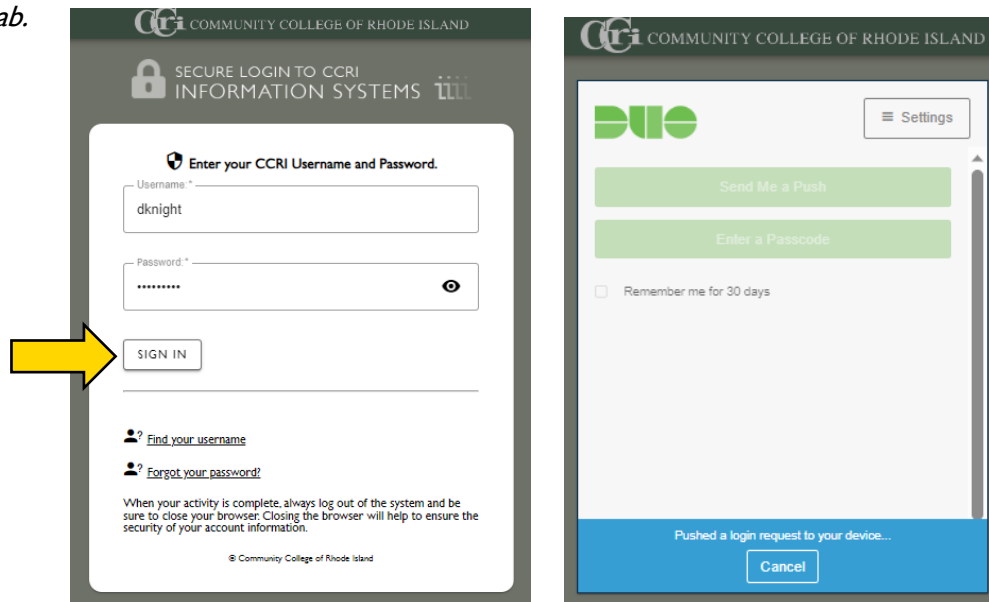
2. In the first box titled “Single Sign-on Login to MyCCRI,” click “MyCCRI.”



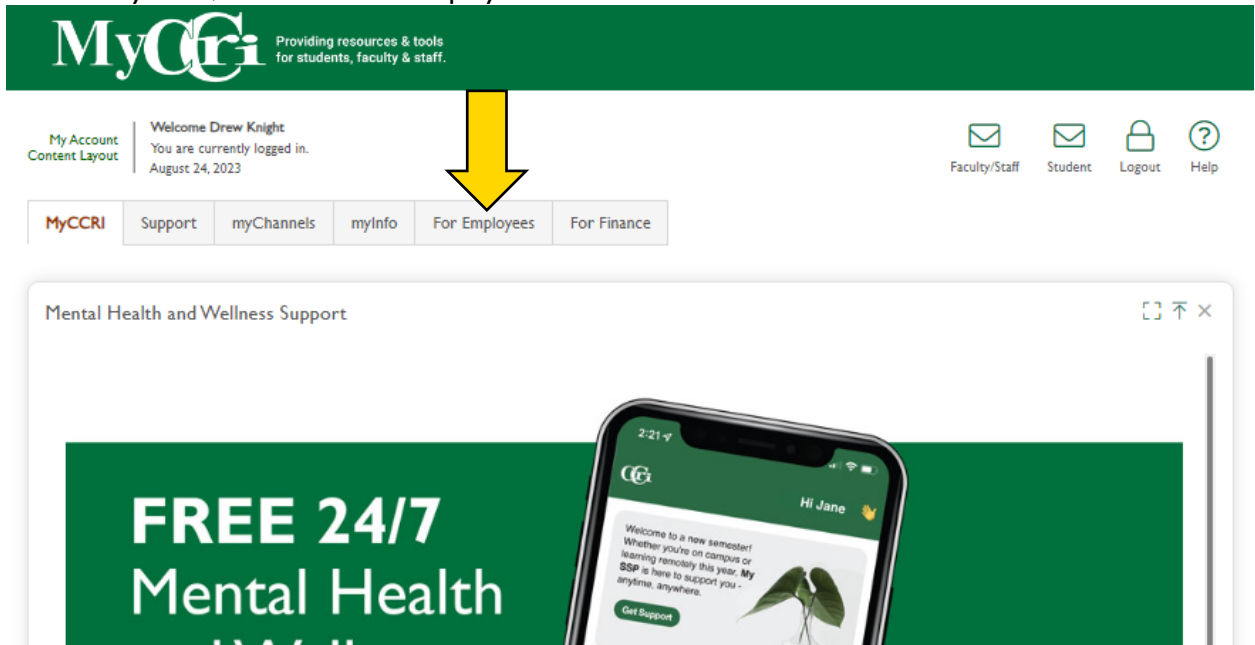
Secure Login



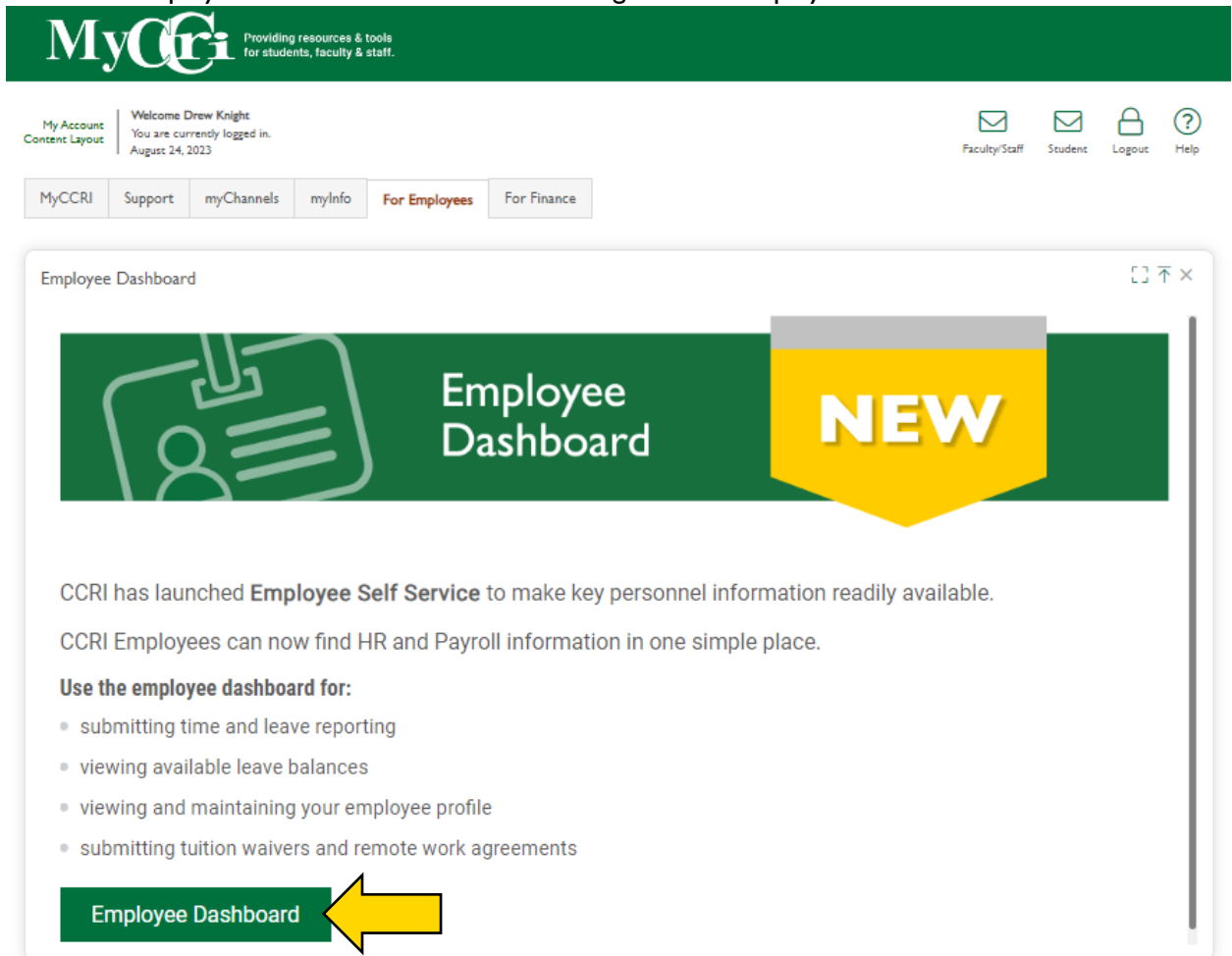
3. Enter your CCRI username and password, then click “Sign In.” *You may be taken directly to MyCCRI home page without entering your credentials if you are already logged into the system on a different tab.*



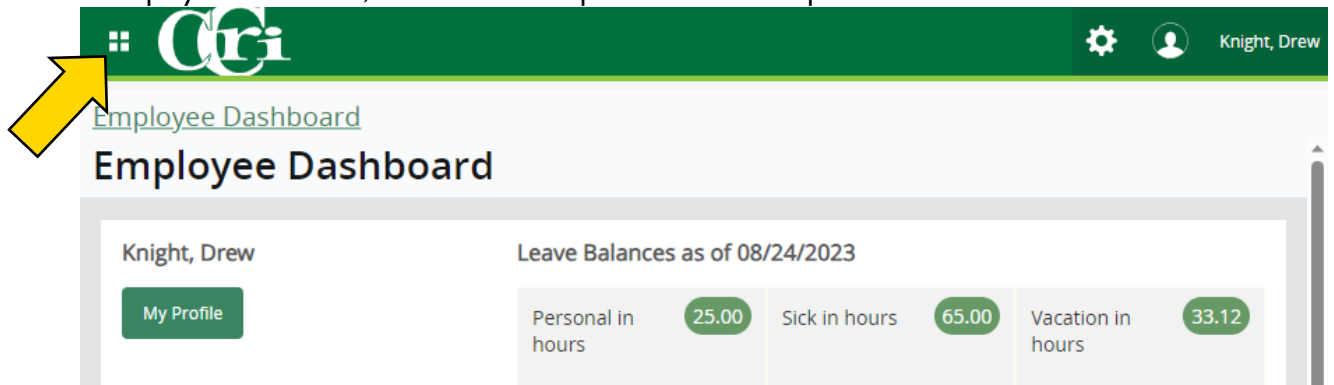
4. Once in MyCCRI, select the “For Employees” tab.



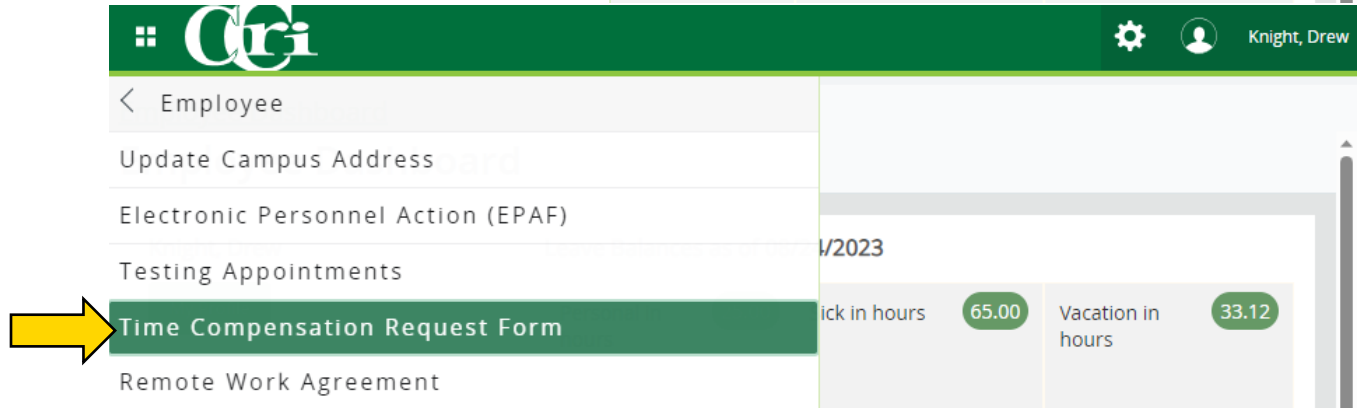
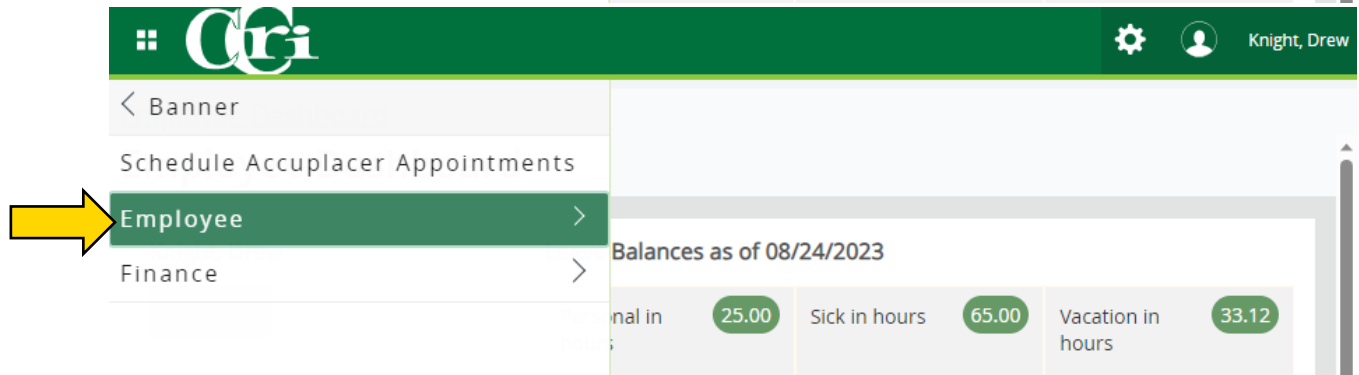
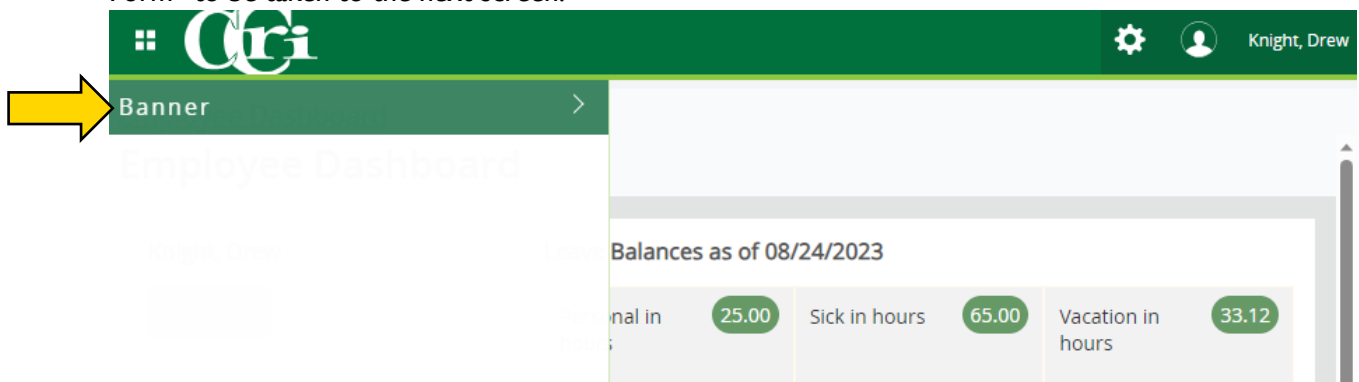
5. Click the “Employee Dashboard” button to be brought to the Employee Dashboard.



6. In the Employee Dashboard, select the four-square icon in the top-left corner.



7. In the side menu, select “Banner,” then “Employee,” and finally select “Time Compensation Request Form” to be taken to the next screen.



8. With the form open, enter "OT Date," "From," "To," "Clk. Hrs," and "Reasons for OT."

COMMUNITY COLLEGE OF RHODE ISLAND
Overtime Request Form for CCRIPSA Members and BOE Employees

OVERTIME MUST BE SUBMITTED & PRF-APPROVED
(2) TWO WEEKS PRIOR TO WORKING

Employee Name: Drew Knight CC # 12341234

OT Date: <input type="text" value="mm/dd/yyyy"/>	FROM: <input type="text" value="8:00 AM"/>	TO: <input type="text" value="4:00 PM"/>	Clk. Hrs: <input type="text" value=""/>	Reason for OT: <input type="text" value=""/>	For Home Dept: <input type="radio"/> Yes <input type="radio"/> No	Fund <input type="text" value="101010"/>	Org <input type="text" value="30005"/>
OT Date: <input type="text" value="mm/dd/yyyy"/>	FROM: <input type="text" value="8:00 AM"/>	TO: <input type="text" value="4:00 PM"/>	Clk. Hrs: <input type="text" value=""/>	Reason for OT: <input type="text" value=""/>	For Home Dept: <input type="radio"/> Yes <input type="radio"/> No	Fund <input type="text" value="101010"/>	Org <input type="text" value="30005"/>
OT Date: <input type="text" value="mm/dd/yyyy"/>	FROM: <input type="text" value="8:00 AM"/>	TO: <input type="text" value="4:00 PM"/>	Clk. Hrs: <input type="text" value=""/>	Reason for OT: <input type="text" value=""/>	For Home Dept: <input type="radio"/> Yes <input type="radio"/> No	Fund <input type="text" value="101010"/>	Org <input type="text" value="30005"/>
OT Date: <input type="text" value="mm/dd/yyyy"/>	FROM: <input type="text" value="8:00 AM"/>	TO: <input type="text" value="4:00 PM"/>	Clk. Hrs: <input type="text" value=""/>	Reason for OT: <input type="text" value=""/>	For Home Dept: <input type="radio"/> Yes <input type="radio"/> No	Fund <input type="text" value="101010"/>	Org <input type="text" value="30005"/>
OT Date: <input type="text" value="mm/dd/yyyy"/>	FROM: <input type="text" value="8:00 AM"/>	TO: <input type="text" value="4:00 PM"/>	Clk. Hrs: <input type="text" value=""/>	Reason for OT: <input type="text" value=""/>	For Home Dept: <input type="radio"/> Yes <input type="radio"/> No	Fund <input type="text" value="101010"/>	Org <input type="text" value="30005"/>
OT Date: <input type="text" value="mm/dd/yyyy"/>	FROM: <input type="text" value="8:00 AM"/>	TO: <input type="text" value="4:00 PM"/>	Clk. Hrs: <input type="text" value=""/>	Reason for OT: <input type="text" value=""/>	For Home Dept: <input type="radio"/> Yes <input type="radio"/> No	Fund <input type="text" value="101010"/>	Org <input type="text" value="30005"/>
OT Date: <input type="text" value="mm/dd/yyyy"/>	FROM: <input type="text" value="8:00 AM"/>	TO: <input type="text" value="4:00 PM"/>	Clk. Hrs: <input type="text" value=""/>	Reason for OT: <input type="text" value=""/>	For Home Dept: <input type="radio"/> Yes <input type="radio"/> No	Fund <input type="text" value="101010"/>	Org <input type="text" value="30005"/>
OT Date: <input type="text" value="mm/dd/yyyy"/>	FROM: <input type="text" value="8:00 AM"/>	TO: <input type="text" value="4:00 PM"/>	Clk. Hrs: <input type="text" value=""/>	Reason for OT: <input type="text" value=""/>	For Home Dept: <input type="radio"/> Yes <input type="radio"/> No	Fund <input type="text" value="101010"/>	Org <input type="text" value="30005"/>
OT Date: <input type="text" value="mm/dd/yyyy"/>	FROM: <input type="text" value="8:00 AM"/>	TO: <input type="text" value="4:00 PM"/>	Clk. Hrs: <input type="text" value=""/>	Reason for OT: <input type="text" value=""/>	For Home Dept: <input type="radio"/> Yes <input type="radio"/> No	Fund <input type="text" value="101010"/>	Org <input type="text" value="30005"/>
OT Date: <input type="text" value="mm/dd/yyyy"/>	FROM: <input type="text" value="8:00 AM"/>	TO: <input type="text" value="4:00 PM"/>	Clk. Hrs: <input type="text" value=""/>	Reason for OT: <input type="text" value=""/>	For Home Dept: <input type="radio"/> Yes <input type="radio"/> No	Fund <input type="text" value="101010"/>	Org <input type="text" value="30005"/>
OT Date: <input type="text" value="mm/dd/yyyy"/>	FROM: <input type="text" value="8:00 AM"/>	TO: <input type="text" value="4:00 PM"/>	Clk. Hrs: <input type="text" value=""/>	Reason for OT: <input type="text" value=""/>	For Home Dept: <input type="radio"/> Yes <input type="radio"/> No	Fund <input type="text" value="101010"/>	Org <input type="text" value="30005"/>
OT Date: <input type="text" value="mm/dd/yyyy"/>	FROM: <input type="text" value="8:00 AM"/>	TO: <input type="text" value="4:00 PM"/>	Clk. Hrs: <input type="text" value=""/>	Reason for OT: <input type="text" value=""/>	For Home Dept: <input type="radio"/> Yes <input type="radio"/> No	Fund <input type="text" value="101010"/>	Org <input type="text" value="30005"/>
OT Date: <input type="text" value="mm/dd/yyyy"/>	FROM: <input type="text" value="8:00 AM"/>	TO: <input type="text" value="4:00 PM"/>	Clk. Hrs: <input type="text" value=""/>	Reason for OT: <input type="text" value=""/>	For Home Dept: <input type="radio"/> Yes <input type="radio"/> No	Fund <input type="text" value="101010"/>	Org <input type="text" value="30005"/>

Employee's Home Department: Asst to the President's Office

Method of Compensation Requested: (Check One) Comp Time Pay

I am grandfathered to receive time and one-half for hours in excess of the established work week per CCRIPSA Contract Memorandum of Agreement #5.

RELEASE: 8.21

a. Enter the date the compensatory time will be used, the start and end time, and enter the total amount of hours.

Employee Name: Drew Knight

OT Date: FROM: TO: Clk. Hrs:

OT Date: FROM: TO: Clk. Hrs:

OT Date: FROM: TO: Clk. Hrs:

OT Date: FROM: TO: Clk. Hrs:

b. Next to 'Reason for OT,' enter the reason for the needed compensatory time in the text field

Reason for OT:

Reason for OT:

Reason for OT:

Reason for OT:

c. Check of 'Yes' if the hours are needed for your home department. In addition, confirm that the auto-filled Fund and Org codes are accurate.

CCRI ID # 12341234

For Home Dept: Yes No Fund Org

For Home Dept: Yes No Fund Org

For Home Dept: Yes No Fund Org

For Home Dept: Yes No Fund Org

If you need more Compensatory time on a separate day or for a separate reason, follow the same directions to fill out any additional lines before submitting.

9. Underneath the table, select “Comp Time” for the Method of Compensation.

Method of Compensation Requested: (Check One)

Comp Time Pay

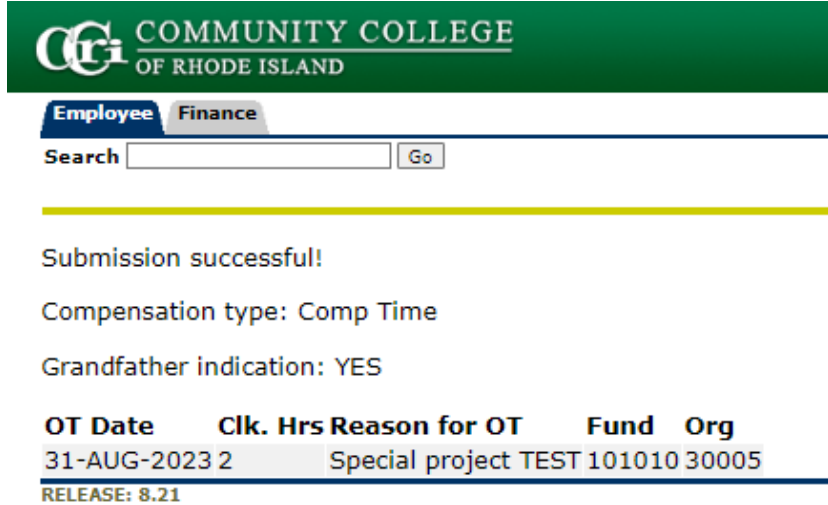
10. Lastly, check off the grandfather clause acknowledgment before submitting the form.

I am grandfathered to receive time and one-half for hours in excess of the established work week per CCRIPSA Contract Memorandum of Agreement #5.

Submit
RELEASE: 8.21



Once submitted, you’ll be brought to a new screen that looks like this:



COMMUNITY COLLEGE OF RHODE ISLAND

Employee Finance

Search Go

Submission successful!

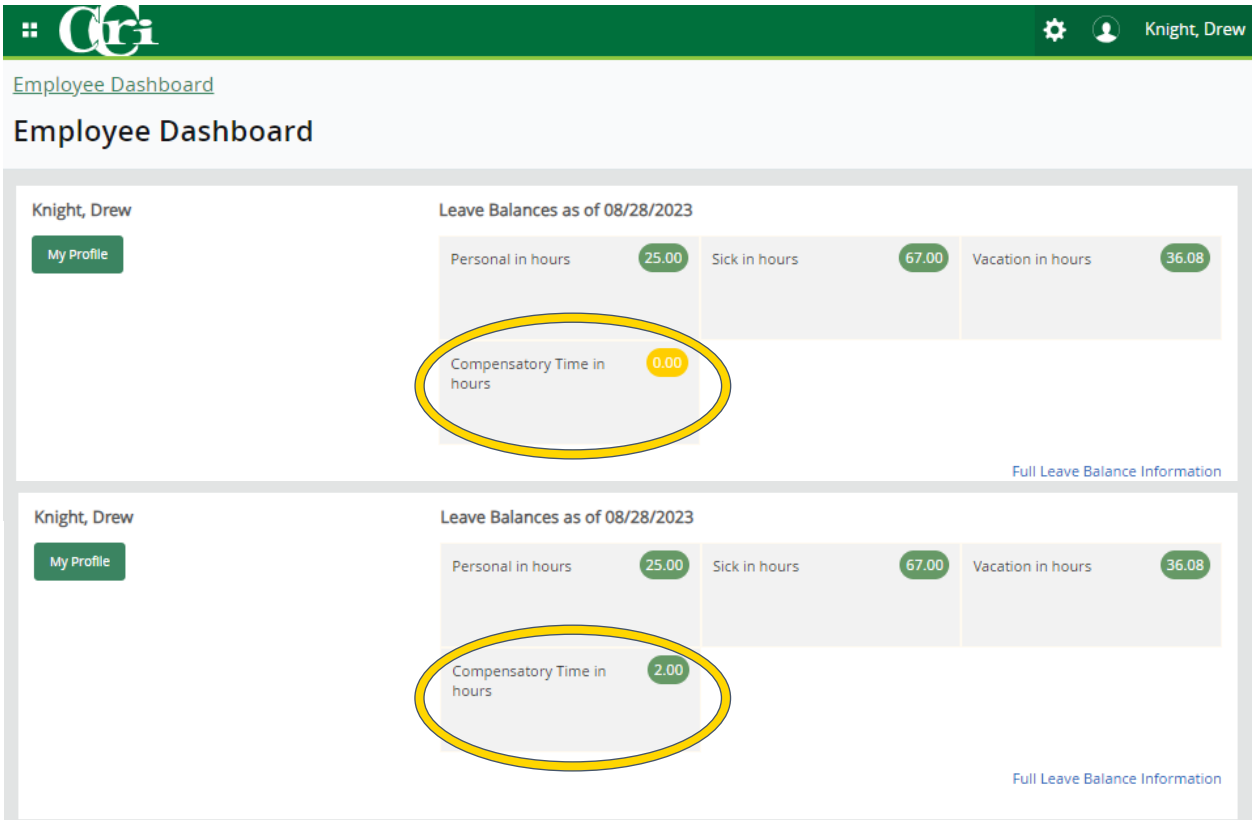
Compensation type: Comp Time

Grandfather indication: YES

OT Date	Clk. Hrs	Reason for OT	Fund	Org
31-AUG-2023	2	Special project TEST	101010	30005

RELEASE: 8.21

11. Once approved, your Compensatory time will appear on your Employee Dashboard under “Leave Balance.”



CCRI Knight, Drew

Employee Dashboard

Knight, Drew My Profile

Leave Balances as of 08/28/2023

Personal in hours	25.00	Sick in hours	67.00	Vacation in hours	36.08
Compensatory Time in hours	0.00				

Full Leave Balance Information

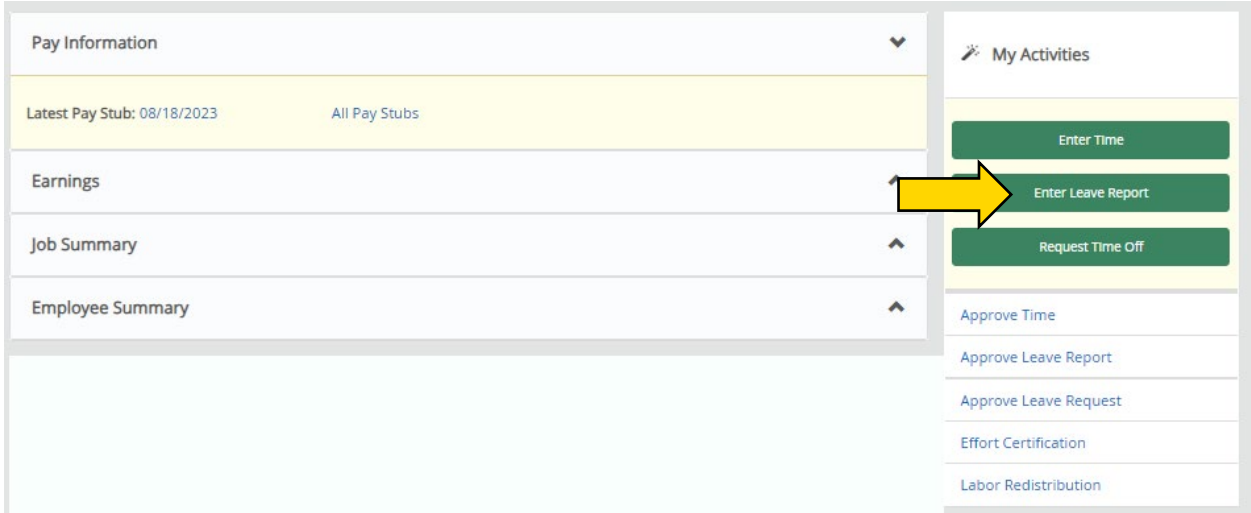
Knight, Drew My Profile

Leave Balances as of 08/28/2023

Personal in hours	25.00	Sick in hours	67.00	Vacation in hours	36.08
Compensatory Time in hours	2.00				

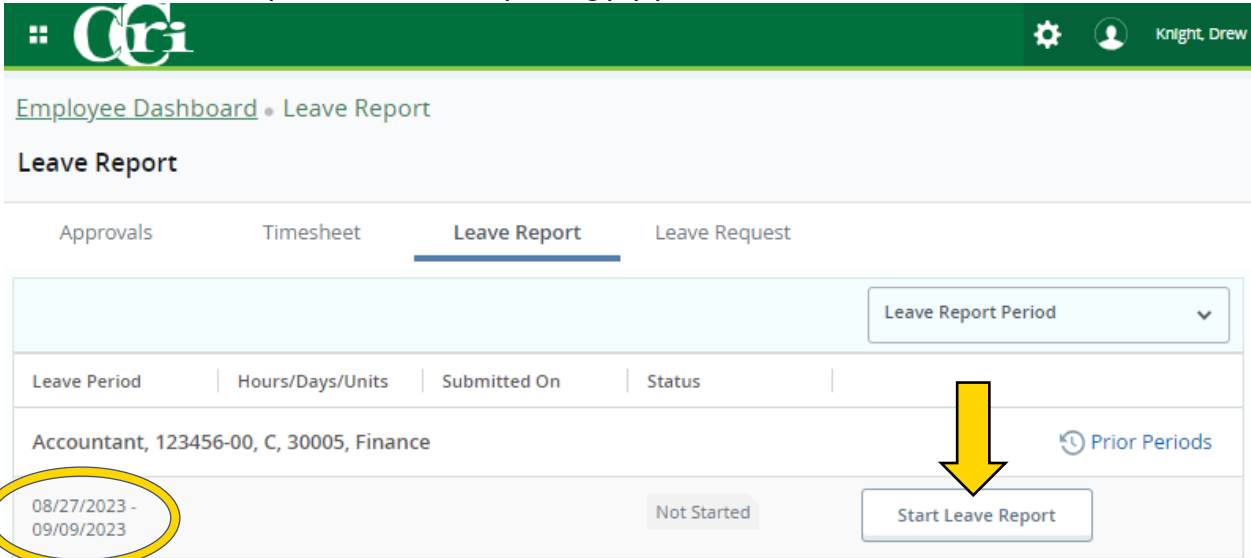
Full Leave Balance Information

12. To use your Compensatory time, go to the Employee Dashboard and select “Enter Leave Report.”



The screenshot shows the Employee Dashboard sidebar menu. The 'Enter Leave Report' button is highlighted with a yellow arrow. Other buttons in the menu include 'Enter Time', 'Request Time Off', 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Effort Certification', and 'Labor Redistribution'.

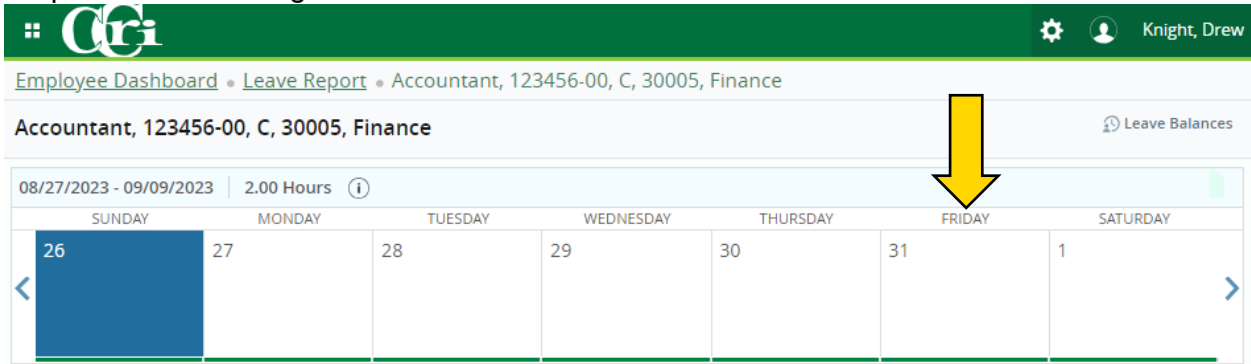
13. Select “Start Leave Report” on the corresponding pay period.



The screenshot shows the Employee Dashboard 'Leave Report' section. The 'Start Leave Report' button is highlighted with a yellow arrow. The page title is 'Leave Report' and the user is 'Knight, Drew'. The 'Leave Report Period' dropdown is set to '08/27/2023 - 09/09/2023'. The 'Start Leave Report' button is highlighted with a yellow arrow.

Leave Period	Hours/Days/Units	Submitted On	Status
Accountant, 123456-00, C, 30005, Finance			Not Started

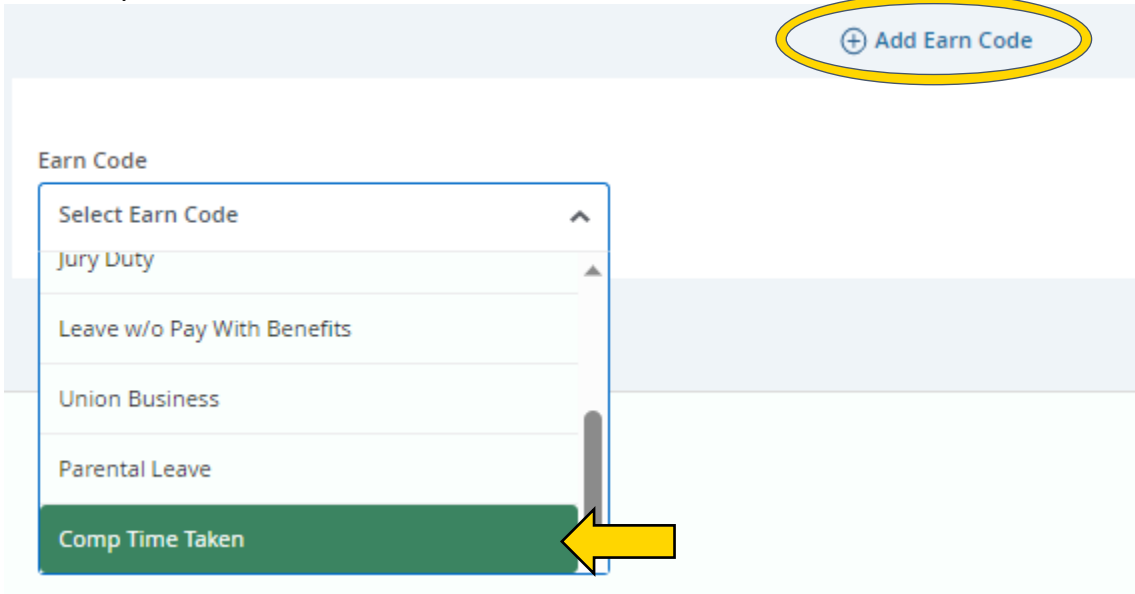
14. Click on the day in the pay period where Compensatory time was taken. Use the arrows to go to the previous or following week.



The screenshot shows the Employee Dashboard 'Leave Report' section with a calendar view. The day '26' is highlighted with a yellow arrow. The page title is 'Leave Report' and the user is 'Knight, Drew'. The 'Leave Report Period' dropdown is set to '08/27/2023 - 09/09/2023'. The calendar shows the days from Sunday to Saturday, with the number of hours for each day: 26, 27, 28, 29, 30, 31, 1.

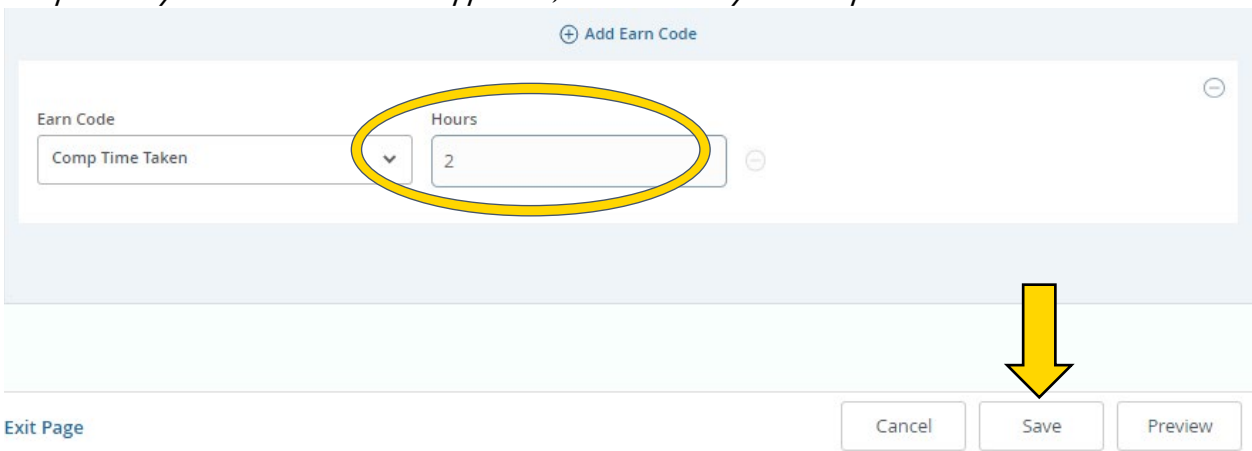
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1

15. Below the week calendar, press “+ Add Earn Code” and select “Comp Time Taken” from the Earn Code drop-down menu.



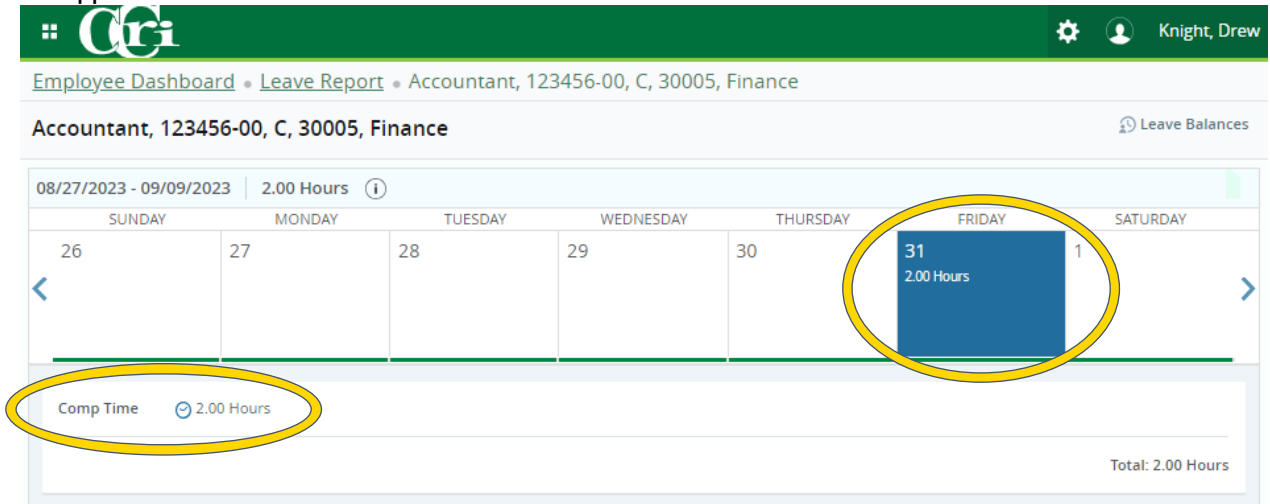
The screenshot shows a light blue header bar with a yellow circle around the “+ Add Earn Code” button. Below it, a dropdown menu is open, listing several options: “Select Earn Code”, “Jury Duty”, “Leave w/o Pay With Benefits”, “Union Business”, “Parental Leave”, and “Comp Time Taken”. The “Comp Time Taken” option is highlighted in green, and a yellow arrow points to it from the right.

16. Enter in the number of compensatory hours used on that day. *Only use up to as many compensatory hours that have been approved, otherwise they will not process.*



The screenshot shows the “+ Add Earn Code” button at the top. Below it, a form is displayed with two fields: “Earn Code” and “Hours”. The “Earn Code” field contains “Comp Time Taken” and has a dropdown arrow. The “Hours” field contains the number “2”. A yellow circle highlights both fields. A yellow arrow points down from the “Hours” field towards the “Save” button at the bottom right. The bottom of the page features an “Exit Page” link on the left and “Cancel”, “Save”, and “Preview” buttons on the right.

17. It'll appear on the calendar and underneath it when the date is selected.



08/27/2023 - 09/09/2023 | 2.00 Hours ⓘ

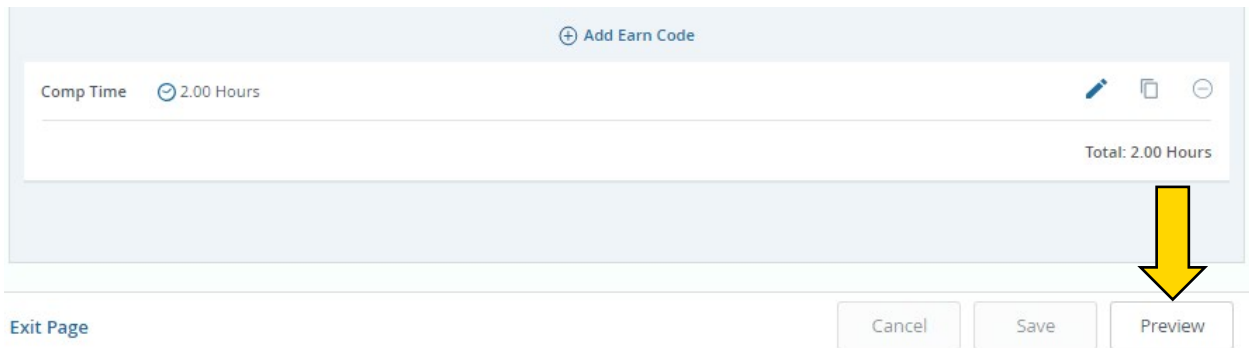
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31 2.00 Hours	1

Comp Time ⌚ 2.00 Hours

Total: 2.00 Hours

Repeat these steps if Comp Time was also used on another date in the same pay-period.

18. Select "Preview" at the bottom of the screen.



⊕ Add Earn Code


Comp Time ⌚ 2.00 Hours

Total: 2.00 Hours

Exit Page Cancel Save Preview

19. You can add comments in the text field provided for addition information or clarification.

Leave Report Detail Summary

Accountant, 123456-00, C, 30005, Finance 

Pay Period: 08/26/2023 - 09/09/2023 | 2.00 Hours | In Progress Submit By 09/09/2023, 11:59 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
08/31/2023	CTT, Comp Time Taken	1	2.00 Hours

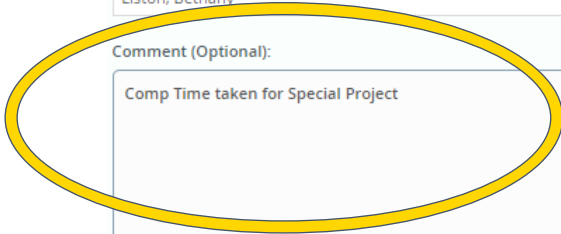
Summary				
Earn Code	Shift	Week 1	Week 2	Total
CTT, Comp Time Taken	1	2.00		2.00 Hours
Total Hours		2.00		

Routing and Status	
Name	Action
	Originated On 09/01/2023, 09:53 AM by Knight, Drew
	Submit By 09/09/2023, 11:59 PM
Liston, Bethany	In the Queue

Comment (Optional):

Comp Time taken for Special Project

1965 characters remaining



20. Certify that the time you entered is accurate by checking off the box towards the bottom of the screen and then select "Submit."

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.





[Return](#)

[Submit](#)



21. This notification will appear in the upper right-hand corner of the Employee Dashboard once the leave report has been submitted.

  Knight, Drew
1

✔
Leave Report submitted successfully.